

Vacancy Announcement

Park Ranger Supervisor – Temporary, Seasonal North Dakota Parks & Recreation Department (NDPRD)

Location: Various State Parks in North Dakota

Salary: \$12.00/Hour

Closing Date: Until Filled

Position Number: 750-Temporary

Status: Temporary, Seasonal

Type of Recruitment: Internal/External

Date Posted: January 29, 2014

Minimum Qualifications:

- Requires a high school diploma or GED.
- Must be 18 years of age.
- Ability to respond to medical and other emergency situations in a variety of terrain settings.
- Ability to withstand exposure to varying weather conditions/temperatures for extended periods, and work effectively during daylight or nighttime hours.
- Ability to move 50 to 100 lbs. on a regular basis.
- Ability to operate motor vehicles, power tools and equipment.
- Ability to successfully complete the law enforcement requirements.
- Ability to supervise subordinate staff members, or one (1) year experience as a seasonal Park Ranger.
- Experience in Microsoft Office Suite.
- Good skills working with the public and interacting with people of all ages, interests, viewpoints and backgrounds.
- Possess and maintain a valid State of North Dakota driver's license.

Preference will be given to applicants who have completed or are enrolled in a Parks and Recreation education program or a related field and have experience as a seasonal park ranger or similar public relations position.

Requires satisfactory completion of the interview process and a verifiable record of satisfactory performance in previous employment.

Housing may be provided at the various parks.

Application Procedures:

- Complete a State of ND Application for Employment (SFN 10950) form. Access the application form at: <http://www.nd.gov/hrms/jobs/appforms.html> or hard copy from any ND Job Service Office or any North Dakota State Park.
- Provide supplement information such as a resume, cover letter with a brief summary of work experience.
- In the section of "Position Applying For" please write in "Park Ranger Supervisor - Temporary, Seasonal". Also include on the application which state park you are interested in working at – ALL, Beaver Lake, Cross Ranch, Fort Abraham Lincoln, Fort Ransom, Fort Stevenson, Grahams Island, Icelandic, Lake Metigoshe, Lake Sakakawea, Lewis & Clark, Little Missouri, Sully Creek, or Turtle River. The state park addresses can be found on our website at <http://www.parkrec.nd.gov>.
- Fill in all information requested on the application form, such as dates of employment, hours worked per week, credits earned, etc.
- Applicants must be legally authorized to work in the United States.

- Background checks will be conducted.
- All application materials must be **received** on or before the closing date by 5:00 PM at the following address:

North Dakota Parks & Recreation Department
 Renae L. Gall, PHR, Business Manager
 1600 E Century Ave., Suite 3
 Bismarck, ND 58503-0649
 Telephone Number: 701-328-5360
 Fax Number: 701-328-5363
 E-mail: rengall@nd.gov

For more information, assistance or accommodation, contact Renae Gall at 701-328-5360 in advance of applying to discuss any special provisions needed for applying or interviewing.

TTY Number: ND Relay Service 1-800-366-6888.

Summary of Work:

- Responsible to the park manager or the assistant park manager for temporary employee supervision, park operations, equipment, facility and grounds maintenance, and visitor service and safety in a state park.
- Required to work evenings, weekends and holidays in the summer.
- Supervises employees assigned to park ranger tasks.
- Assists in visitor services of the park including fee collection, visitor facility use, land use programs, safety programs, and public relations programs.
- Enforcement of park rules and regulations.
- Assists in the administration of park operations including preparation and submission of required reports.
- Performs park maintenance tasks such as grounds upkeep, facility maintenance and cleaning, equipment servicing and repairs, minor plumbing and electrical repairs.
- Assist in the interpretive activities of the park including campfire programs, nature/historical walks, and special events.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. 23-12-10.

Job Duration:

Positions are generally 40 hours per week. The exact number of jobs available at each park will vary along with starting and ending dates of the positions. Some state parks have available housing for the employee.

Equal Opportunity Employer:

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.